

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

**Resolution No.**

Creation of a Board Policy Manual )

WHEREAS, from time to time the Monterey County Board of Supervisors (“Board”) adopts policies and procedures for the conduct of County business and its relations with the public that are not codified in the Monterey County Code; and

WHEREAS, also from time to time the departments of the County adopt policies and procedures that are implemented countywide for the conduct of County business and its relations with the public; and

WHEREAS, such policies and procedures have not been assembled and maintained in a single format for ease of reference and use by the public or County officials and staff; and

WHEREAS, it is necessary and appropriate that the Board provide for such policies and procedures to be so assembled and maintained; and, NOW, THEREFORE,

BE IT RESOLVED, by the Board of Supervisors of the County of Monterey as follows:

1. There is hereby established the Monterey County Board Policy Manual, the short title of which shall be the County Policy Manual.
2. The CAO-Intergovernmental & Legislative Affairs Division shall have temporary custody and control of the County Policy Manual, and is authorized and directed to organize and maintain the County Policy Manual in its current form.
3. The County Administrative Office is authorized and directed to assist the CAO-Intergovernmental & Legislative Affairs Division by collecting such uncodified policies and procedures as the Board and the County’s departments may have adopted from time to time from any custodians of such policies and procedures throughout the departments of the County, and all departments of the County are hereby requested and directed to cooperate with the County Administrative Office in such effort.
4. The CAO-Intergovernmental & Legislative Affairs Division is further directed to consult with the County Administrative Office, County Counsel and the various departments of the County to determine whether and in what format such uncodified policies and procedures shall be brought to the Board of Supervisors for inclusion in the County Policy Manual, and whether such policies shall be revised or rescinded.
5. The CAO-Intergovernmental & Legislative Affairs Division, the County Administrative Office and County Counsel are further directed to cause the County Policy Manual to be available in both hard copy and electronic format through the County’s website for ease of access by the public, and County officials and employees.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote, to-wit:

AYES:  
NOES:  
ABSENT:

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book\_\_\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_  
, Deputy